

**Purpose****Purpose**

Employee Self-Service (ESS) enables employees to perform administrative tasks in support of life and work events.

The **Who's Who** service is located in the 'My Employee Search' workset in ESS. Employees can use this service to search for other State employees (e.g. an employee data base). The employee profiles displayed include basic information, such as organizational data and work contact information.

**Trigger**

Use this service in Employee Self-Service (ESS) to search for employees by name and find basic information about other State employees.

**Prerequisites**

- A MySCEmployee portal user ID.
- ESS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

**Menu Path**

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ ESS ➔ My Employee Search ➔ Who's Who

**Transaction Code**

ESS

**Helpful Hints**

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

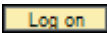
## Procedure

1. Start all ESS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

Welcome essit15, **MySCEmployee** powered by SCEIS

Help | Personalize | Log Off

Welcome | **Employee Self-Service** | Alerts and Information | Universal Worklist

History | Back | Forward

### Welcome to MySCEmployee

MySCEmployee is the place where state employees can manage their human resources and payroll information on file with the State. Employees can view their pay statements, make leave requests, and update direct deposit and contact information from any computer with an internet connection. We hope you find MySCEmployee a useful and convenient tool.

#### MySCEmployee Updates

- **MySCEmployee System Availability:** Payroll processing has completed and access has been restored to Employee Self Service and Manager Self Service.
- **Important Payroll Information:** With the end of the year rapidly approaching, final preparations are being made for the January 1 payroll. Employees are encouraged to review the **Employee Payday Checklist**.
- **MySCEmployee Password:** Due to an SAP technical issue, the process for changing your password has changed. Please follow these **instructions to change your password**. Note: You must be logged out of MySCEmployee before changing your password.
- **If you have not taken the Employee Self Service overview course**, we encourage you to as soon as possible. The overview course, along with other MySCEmployee courses can be accessed at [www.sceis.sc.gov/page.aspx?id=158](http://www.sceis.sc.gov/page.aspx?id=158).
- **The MySCEmployee Reference Guide** and other support materials are available at [www.sceis.sc.gov/page.aspx?id=166](http://www.sceis.sc.gov/page.aspx?id=166)
- **If your agency requires you to enter time**, SCEIS recommends that time is entered in MySCEmployee on a daily basis beginning on December 2.

#### Helpful Links

- SC.Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- Employee E-News
- State Holidays
- State Employee Weather Alert
- SCEIS

5. Click the Employee Self-Services tab

Welcome essit15, **MySCEmployee** powered by SCEIS

Help | Personalize | Log Off

Welcome | **Employee Self-Service** | My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

History | Back | Forward

Employee Self-Service provides South Carolina employees with easy access to information and services.

**My Employee Search**

Quick Links

[Who's Who](#)

**My Working Time**

\*Quota Overview

\*Time Statements

\*Holiday Schedule

\*State Employee Leave Package

Quick Links

[Record Working Time](#)

[Time Conversion](#)

[Leave Request](#)

**My Pay**

\*Bank Information (Direct Deposit)

\*Employment Verification

\*W-4 Tax Withholding

\*Voluntary Deductions

\*Savings Bonds

Quick Links

[Pay Statements](#)

**My Personal Info**

\*Address and Emergency Contacts

\*Personal Data

**My Benefits**

\*Employee Insurance Program Websites

\*Retirement Forms

Quick Links

[MyBenefits - Employee Insurance Program](#)

**My Travel and Expenses**

\*Expense Reports

\*Travel Requests

**My Career**

\*Training and Development



Quick Links

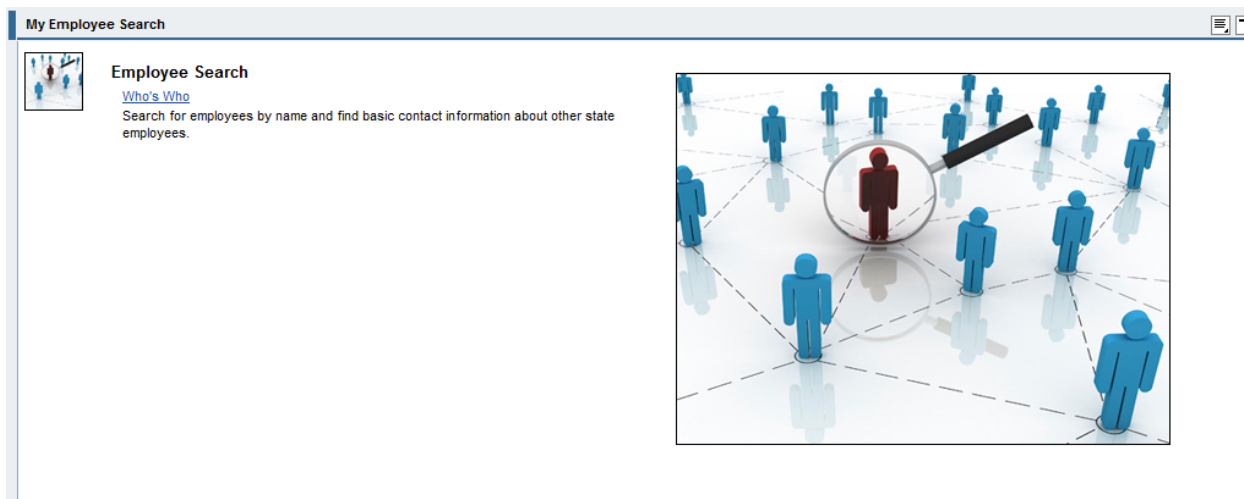
[State Jobs](#)



The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

6. Users can go to the next level of navigation, (the area page), by selecting the workset in three possible actions. Also, a user can select the Who's Who Quick Link to go directly to the service (page). Select the workset or quick link by performing one of the following functions: NOTE: If selecting the quick link, skip to step 8.

Activity	Notes
	Select the workset <b>TAB</b> . The workset tabs are located below the main ESS tab.
	Click the <b>ICON</b> for the workset.
<a href="#">My Employee Search</a>	Click the main <b>LINK</b> for the workset.
<a href="#">Who's Who</a>	Click the main <b>QUICK LINK</b> to go directly to Who's Who service (page).



The area page includes all the associated web services/applications for that workset, the links to access the applications, and a short description of each application (if applicable).

7. To go to the **Who's Who** service, click the link [Who's Who](#).
8. The initial screen for **Who's Who** is displayed:

The screenshot shows the MySCEmployee Employee Self-Service portal. The header includes a welcome message for 'essuser1', the MySCEmployee logo (powered by SCEIS), and a navigation bar with links: Welcome, Employee Self-Service, My Overview, My Employee Search, My Working Time, My Pay, My Personal Info, My Benefits, My Travel and Expenses, and My Career. The main content area is titled 'Who's Who' and contains a search form. The form prompts the user to 'Please enter the search criteria' and includes a link for 'Advanced search'. Below this, there are input fields for 'Last name:' and 'First name:', and two buttons: 'Search...' and 'Exit'.

Welcome essuser1, **MySCEmployee**  
powered by SCEIS

Welcome | Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Who's Who

Who's Who

Please enter the search criteria

[Advanced search](#)

Last name:

First name:

9. To expand the search criteria, click the link [Advanced search](#).

Welcome essuser1, **MySCEmployee**  
powered by SCEIS

Welcome | Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

**Who's Who**

Who's Who

Please enter the search criteria

[End advanced search](#)

Last name:

First name:

Organizational unit:

10. As required, complete/review the following fields:

Field	R/O/C	Description
Last name	O	Employee's last name or surname.
First name	O	Employee's first or given name.
Organizational unit	O	An organization unit represents any type of organizational entity found within a company. For example, Company, Business Unit, Functional Area.



The search screen uses a wild card ( \* ) search capability. For example, enter GR\* to return all last names starting with GR (Greene, Grey, Gross, etc.).



The search fields are NOT case sensitive.

11. Enter the search criteria and click  to go to the search results list.

Welcome essuser1, **MySCEmployee**  
powered by **SCSIS**

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

**Who's Who**

Who's Who

Please enter the search criteria

[End advanced search](#)

Last name:

First name:

Organizational unit:

**Result List**

First name	Last name	Middle name	Personnel area	Organizational unit
ANGELA	<a href="#">GREGORY</a>	J	OFFICE OF THE STATE TREASURER	<a href="#">ACCOUNTING SERVICES DIVIS</a>
BARBARA	<a href="#">GAYDOS</a>	L	STATE AUDITOR OFFICE	<a href="#">MEDICAID DIVISION</a>
BRENDA	<a href="#">GADSON-HUMPHREY</a>	C	OFFICE OF THE STATE TREASURER	<a href="#">INVESTMENT SERVICES DIVIS</a>
BRENDA	<a href="#">GRAYS</a>	F	OFFICE OF THE STATE TREASURER	<a href="#">INVESTMENT SERVICES DIVIS</a>
BRIDGETTE	<a href="#">GOFF</a>		WILL LOU GRAY OPPORTUNITY SCH	<a href="#">EDUCATION SERVICES</a>
CARLA	<a href="#">GRIFFIN</a>		DEPARTMENT OF INSURANCE	<a href="#">POLICY FORMS/RATES DIVIS</a>
CATRINA	<a href="#">GRAHAM</a>		WILL LOU GRAY OPPORTUNITY SCH	<a href="#">EDUCATION SERVICES</a>
CHRISTOPHER	<a href="#">GIBBONS</a>	W	JUDICIAL DEPARTMENT	
DAVID	<a href="#">GOBLE</a>		STATE LIBRARY	<a href="#">DIRECTORS OFFICE</a>
GARY	<a href="#">GUARD</a>		DEPARTMENT OF CORRECTIONS	<a href="#">DEPARTMENT OF CORRECTIONS</a>
GEORGE	<a href="#">GENTRY</a>		STATE AUDITOR OFFICE	<a href="#">ADMINISTRATION DIVISION</a>

**12.** Perform one of the following:

If	Then
You want to revise your search, re-enter data into the selection fields.	Click <input type="button" value="Search..."/>
You want to go back to the previous screen and start a new search.	Click <input type="button" value="New Search"/>
You want to exit all search functions and return to the 'My Employee Search' area page.	Click <input type="button" value="Exit"/>

**13.** Select an item from the Results List to display that employee's profile:

The screenshot shows the 'MySCEmployee' Employee Self-Service portal. The header includes a welcome message 'Welcome essuser1,' and the 'MySCEmployee' logo, which is 'powered by SCEIS'. A navigation bar contains links: 'Welcome', 'Employee Self-Service', 'My Overview', 'My Employee Search', 'My Working Time', 'My Pay', 'My Personal Info', 'My Benefits', 'My Travel and Expenses', and 'My Career'. The 'Who's Who' section has search fields for 'First name' and 'Organizational unit', with buttons for 'Search...', 'New Search', and 'Exit'. Below this, the 'Employee profile for ANGELA J. GREGORY' is displayed. It includes sections for 'Communication' (Area Code + Telephone: 803-832-1000, Extension: X9099, E-mail: ANGELA.GREGORY@SCEIS.SC.GOV), 'Department' (Organizational unit: ACCOUNTING SERVICES DIVIS), and 'Miscellaneous' (Last name: GREGORY, First name: ANGELA, Middle name: J, Personnel area: OFFICE OF THE STATE TREASURER). A 'Back to Result List' button is at the bottom.

Welcome essuser1, **MySCEmployee**  
powered by **SCEIS**

Welcome | **Employee Self-Service** | My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

**Who's Who**  
First name:   
Organizational unit:   
[Search...](#) [New Search](#) [Exit](#)

**Employee profile for ANGELA J. GREGORY**

**Communication**  
Area Code + Telephone: [803-832-1000](#)  
Extension: X9099  
E-mail: [ANGELA.GREGORY@SCEIS.SC.GOV](mailto:ANGELA.GREGORY@SCEIS.SC.GOV)

**Department**  
Organizational unit: [ACCOUNTING SERVICES DIVIS](#)

**Miscellaneous**  
Last name: GREGORY  
First name: ANGELA  
Middle name: J  
Personnel area: OFFICE OF THE STATE TREASURER

[Back to Result List](#)

14. To go back to the Results List screen, click [Back to Result List](#).
15. To go back to the 'My Employee Search' area page, click [Exit](#).



**Result**

You performed a search for a state employee by name or other search criteria.